

NOTICE TO BIDDERS

COUNTY OF CHESTERFIELD PURCHASING DEPARTMENT
CHESTERFIELD, VIRGINIA

MAY 23, 2004

NOTICE TO BIDDERS

Sealed Bids on behalf of Chesterfield County, Virginia, will be received in the Purchasing Department, Room 402, 4th Floor, Administration Building, 9901 Lori Road, Chesterfield, Virginia 23832, until, but no later than 2:00 P.M. local time prevailing, Thursday, June 17, 2004 and then publicly opened and read immediately thereafter for the following:

Construct Storage Hangar
Construct T-Hangar
Delta Project No. VA 04019
Non-AIP
Chesterfield County Bid No. 04-2176-8952

Pre-Bid Conference

A Pre-Bid Conference will be held on Thursday, June 3, 2004 at 10:00 A.M. The conference will be held at the Chesterfield County Airport Terminal Conference Room, 7511 Airfield Drive, Richmond, Virginia 23237. Attendance is encouraged; however, it is not mandatory.

If you are an individual with a disability and require a reasonable accommodation, please notify Charles Dane, Airport Manager, (804) 743-0795, three working days prior to need.

The successful bidder must comply with provisions set out in this contract including Equal Employment Opportunity, and Department of Labor Requirements.

Plans, Specifications, and other Contract Documents are open to the public on or after ___May 26, 2004, at the Airport Manager's Office, Chesterfield County Airport. Copies may be secured from Delta Airport Consultants, Inc., 9711 Farrar Court, Suite 100, Richmond, Virginia 23236. A non-refundable fee of \$40.00 is required.

Addenda will only be issued to registered plan holders.

Public inspection of bid documents will be available at the following locations:

1. McGraw-Hill Construction / Dodge, 5540 Falmouth Street, Suite 101, Richmond, VA 23230
2. Builders Exchange of Richmond, 3207 Hermitage Road, Richmond, VA 23227
3. The Plan Room, Inc., 308 Turner Road, Suite D, Richmond, VA 23225
4. Valley Construction News, 428 W. Campbell Avenue, S. W., Roanoke, VA 24016
5. Reed Construction Market Data, 2701 Emerywood Parkway, Suite 100, Richmond, VA 23294

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6. McGraw Hill Construction /Dodge, 5700 Cleveland Street, Suite 144, Virginia Beach, VA 23462
7. Peninsula Builders Exchange, 615 Dresden Drive. Newport News, VA 23601-2711
8. Central Virginia Business and Construction Association, 501 E. Franklin Street, Suite 212 Richmond, VA 23219
9. McGraw Hill Construction /Dodge 2840 Electric Road, SW, Suite 102, Roanoke, VA 24018
10. Greater Virginia Contractor's Association, 2406 Chamberlayne Avenue, Richmond, Virginia 23222

Each bid shall be accompanied by a bid bond from a Surety company satisfactory to the County Attorney or a Cashier's or a Certified Check, made payable to: TREASURER, CHESTERFIELD COUNTY, in an amount equal to five percent of the total bid price.

Bidders are required under *Chapter 11, Title 54.1. Code of Virginia*, to show evidence of Certificate of Registration before Bid may be considered.

A Labor and Material Payment Bond and a Performance Bond, each in the amount of 100% of the Contract Price, with a corporate surety authorized to do business in the State of Virginia and otherwise acceptable in all respects to the Owner's Attorney will be required for the faithful performance of the contract.

No bid may be withdrawn after the scheduled closing time for receipt of bids for sixty (60) calendar days, except as provided in *Section 2.2-4330(A) (i), Code of Virginia*, which states the bidder shall give notice in writing of his claim of right to withdraw his bid within two business days after the conclusion of the bid opening procedure. Any withdrawal request made to the Director of Purchasing must be accompanied by bidder's original work papers, or such request will be rejected.

In order for work papers, documents and materials submitted pursuant to this section to be deemed a trade secret or proprietary information pursuant to *Code of Virginia, subdivision F of 2.2-4342*, a bidder must expressly invoke the aforementioned statute in the notice of withdrawal and specifically state the reasons why protection under *2.2-4342F* is necessary.

If the bid from the lowest responsible bidder exceeds available funds, the County may negotiate with the low bidder to obtain a contract price within available funds.

In the case of a tie bid, the County may give preference to goods, services, and construction produced in the County or provided by persons, firms, or corporations having principal places of business in the County. If such choice is not available, preference shall then be given to goods and services produced in the Commonwealth pursuant to *Section 11-47 of the Code of Virginia*. If no County or Commonwealth choice is available, the tie shall be decided by lot.

The County of Chesterfield, Chesterfield, Virginia, reserves the right to accept or reject any or all bids and to waive informalities in the bidding.

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Time is of the essence and any bid received after the announced time and date for submittal, whether by mail or otherwise, will be rejected. The time of receipt shall be determined by the time clock stamp in the Purchasing Department. Bidders are responsible for ensuring that their bids are stamped by Purchasing Department personnel before the deadline indicated. **Late bids received will be so noted in the bid file in order that the vendor's name will not be removed from the subject commodity/service list.**

QUALITY EXPECTATION STATEMENT

Chesterfield County, through its "Total Quality Improvement" initiative, is a recognized leader in providing quality products and services at the most effective cost possible. Therefore, the County fully expects, requires, and shall hold all Contractors, and all agents, staff, representatives, and subcontractors of Contractor, responsible for, and accountable to, the highest quality standards of professional workmanship, products and services. In the spirit of the County's total quality improvement initiative, the Contractor shall be expected to become a member of the team and perform or provide all work, services, and products with a target of "zero defects – zero rework".

AWARD PHILOSOPHY

Chesterfield County will make award to the lowest responsible and responsive bidder. The lowest responsive bidders (s) may be required to furnish a written statement of their qualifications, to include references, prior to any such award. The County may contact all references furnished by bidders. The right is further reserved by the County to contact references other than, and/or in addition to, those furnished by the bidder. If, in the sole opinion of the County, a bidder is determined to be non-responsible as a result of any investigation conducted by or for the County, award will not be made to that bidder.

ENVIRONMENTAL MANAGEMENT: Vendor/Supplier/Contractor shall be responsible for complying with all federal, state, and local environmental regulations relating to transportation, handling, storage, spillage and any other aspect of providing the services specified herein, as applicable.

FAITH-BASED ORGANIZATIONS: In compliance with *SECTION 2.2-4343.1 Code of Virginia*, Chesterfield does not discriminate against faith-based organizations.

DRUG FREE WORKPLACE: During the performance of this contract, the contractor agrees to:

- a. Provide a drug-free workplace for the contractor's employees
- b. Post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition
- c. State in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace
- d. Include the provisions of the foregoing clauses in every subcontract or purchase order

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over \$10,000, so that the provisions will be binding upon each subcontractor or vendor. For the purpose of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

COMMITMENT TO DIVERSITY AND CHESTERFIELD BUSINESSES: Chesterfield County is a rapidly growing progressive community consisting of an increasingly diverse population. This diversity provides for a dynamic and robust community that promotes growth. Chesterfield County believes that all of its citizens should benefit from this economic growth without regard to race, color, religion or economic status.

The county is committed to increasing the opportunities for participation of minority business enterprises, woman-owned businesses and businesses located in Chesterfield County to ensure diversity in its procurement and contract activities. These businesses are encouraged to respond to all Invitations for Bids and Requests for Proposals. In addition, the county strongly encourages each contractor and/or supplier with which the county contracts to actively solicit minority business enterprises, woman-owned business and businesses located in the county as subcontractors/suppliers for their projects.

Upon award/renewal of the contract, the successful bidder/offeror shall furnish data requested on the Certification of Subcontractor/Supplier Activity form included in the IFB/RFP document. This information will enable the county to document the dollar level of activity and measure the success of its purchasing and contracting efforts in this endeavor.

DEFINITIONS: For purposes of Chesterfield County's classification and reporting program, in cooperation with the Virginia Department of Minority Business Enterprise, the following definitions apply:

Woman-Owned Business (WOB) – a business concern that is majority owned by a woman who also controls and operates the business. In this context, "control" means exercising the power to make policy decisions, and "operate" means being actively involved in the day-to-day management.

Minority Business Enterprise (MBE) – a business enterprise that is owned and controlled by one or more socially and economically disadvantaged persons. Such disadvantage may arise from cultural, racial, chronic economic circumstances or background or other similar cause. Such persons include, but are not limited to: Black, Hispanic Americans, Asian Americans, Native Americans, Eskimos and Aleuts.

(Reference: 2.2-1402 of the Code of Virginia)

Chesterfield Business (CB) – any private business enterprise, located within the jurisdictional boundaries of Chesterfield County.

Members of other groups – all other individuals found to be socially and economically disadvantaged by the United States Small Business Administration under Section 8 (a) of the Small Business Act (15USC637) (a). (VR486-01-02; September 9, 1992)

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PUBLIC NOTIFICATION OF AWARD: For information pertaining to the bid tabulation and award on this procurement transaction, bidders may access public notification electronically at:

www.co.chesterfield.va.us/ManagementServices/Purchasing/purchase.asp

MAILING LIST APPLICATIONS: To be included on the County's bidders and offerors mailing list, please download an application at our website listed above.

Prepared By: Mary A. Ellis, CPPB, Purchasing Officer